

Social Services

Adoption Case Files

LRDA Number 20071195

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the activities concerning child custody cases involving adoption proceedings. This series may contain but is not limited to documentation on child protective services, law enforcement, child welfare services, court proceedings, adoption services and related correspondence.	Transfer to the State Division of Child and Family Services after the receipt of the adoption decree and verification of file content (checklist).	This record series contains confidential and restricted information.	NRS Chapter 127 and NAC Chapter 127.	None.

Adult Protective Services Case File

LRDA Number 20071645

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of adult abuse, neglect, or exploitation. This series may include but is not limited to complaint, intake data, reporter data, social/health assessments, source of report, victim data, suspect data, case findings, disposition, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.5091 to NRS 50995, NRS 422.2749, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Care Facilities Files

LRDA Number 20071166

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the licensing and inspection of child care facilities and may contain but is not limited to applications, applicant personal information, fingerprints, investigation reports, inspection reports, permits, state and/or local regulations, liability insurance information, notifications, provisional licenses, licenses, renewal information, notice of violation, citations, appeals, hearing records, denial, suspension, revocation, or limitation of license information, background information, complaints, proof of payment of fees, related correspondence, and similar documents.	Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.190, NRS 239B.030, NAC 432A.190, NAC 432A.260, NAC 432A.200, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Fatality or Near Fatality Public Disclosure Notices

LRDA Number 20181968

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of public disclosure notices of child fatalities and near fatalities as required by state law. Pursuant to NRS 432B.175, "data or information regarding the fatality or near fatality of a child who is the subject of a report of abuse or neglect, must be made available to any member of the general public upon request." (See NRS 432B.175 (1) for additional details)	Three (3) calendar years from the date of the disclosure.	The Disclosure Notices are available to the general public upon request per NRS 432B.175 (1) and should not contain confidential or sensitive information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 432B.175, NRS 432B.044, NRS 11.190 (1)(a)(d), NRS 11.190 (4)(e)	NRS 432B.175 (2) An agency which provides child welfare services shall not disclose the following data or information pursuant to subsection1: (a) Except as otherwise provided in NRS 432B.290, data or information concerning the identity of the person responsible for reporting the abuse or neglect of the child to a public agency; (b) The name of the child who suffered a near fatality or the name of any member of the family or other person who lives in the household of the child who suffered the fatality or near fatality; (c) A privileged communication between an attorney and client; and (d) Information that may undermine a criminal investigation or pending criminal prosecution.

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Child Welfare Services - Child Fatality

LRDA Number 20071636

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may also contain a the death certificate and associated documents.	Fifty (50) calendar years from the close of the case or last action in the file.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Child Welfare Services - Medical Assessment

LRDA Number 20071716

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical assessments of neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, referral information, social work activity reports, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, child's medical history, physical examination reports, medical assessment, consent forms, photographs, related correspondence, criteria for closure and documentation of services provided.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Retain records which do not have evidence of sexual abuse for a period of five (5) calendar years from the close of the case.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

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Child Welfare Services - Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution

LRDA Number 20071433

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files which have been referred to a District Attorney for criminal prosecution or documents sexual abuse. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Fifty (50) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.380, NRS 11.215, NAC 239.165 (1)(2)	None.

Child Welfare Services- Clinical Assessment

LRDA Number 20071430

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. The clinical assessment records may include, but are not limited to, psychological, psychiatric and developmental reports; copies of school records, copies of mental health treatment records and offense specific reports.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Records which do not have evidence of sexual abuse must be retained for a period of five (5) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

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Child Welfare Services- No Court Case Filed

LRDA Number 20071431

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Three (3) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.320, NRS 432B.370, NRS 432B.360, NRS 432B.340, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Welfare Services-Court Case Filed

LRDA Number 20071432

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, defendant response, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Six (6) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.390, NRS 11.190 (1), NAC 239.165 (1)(2)	None.

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Client Case Files - Economic Assistance

LRDA Number 20071647

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents.	Three (3) fiscal years from date case is closed.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)	None.

Client Case Files - Social Services

LRDA Number 20071164

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include but is not limited to applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents.	Retain until the individual attains the age of 23, or 10 (ten) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.251 to 49.254, NRS 629.031, NRS 629.051, NAC 641B.210, NAC.641B.200 (16), NAC 239.165 (1)(2)	None.

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Clients' Appointment Slips

LRDA Number 20071168

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents a clients appointment date, time, and type of service.	Ninety (90) days from date of appointment	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Complaints, Unlicensed Child Care Facilities

LRDA Number 20071171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents complaints against unlicensed child care facilities and may contain but is not limited to name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, report of unannounced visit, resolution of complaint, correspondence and related records.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.210, NRS 432A .220, NRS 11.190 (3), NAC 239.165 (1)(2)	None.

Denied Adoption Files

LRDA Number 20071434

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. This series may include but is not limited to adoption application, references, law enforcement forms and history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, home study evaluations and reports, initial licensing study, training records and certificates, health forms, home inspection forms, approval and waivers, complaint log, case narrative, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption).	This record series contains confidential [NRS 127.130 to 127.140] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 127, NRS 432.035, NAC 239.165 (1)(2)	None.

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Eligibility Files

LRDA Number 20071714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain but are not limited to eligibility documentation and forms, budget worksheets, approval notices, applications, referrals, copies of medical/psychological assessments, Medicaid forms, inventories and assessments, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 11.190(3)(d), NRS 422.290, NAC 239.165 (1)(2)	None.

Family Preservation Case File - Not Sexually Abused

LRDA Number 20081750

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Three (3) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

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Family Preservation Case File - Sexually Abused

LRDA Number 20081751

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Fifty (50) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Family Preservation Program Recipient Files

LRDA Number 20101832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files are established when a profoundly mentally disabled person is being cared for by a relative and that relative is receiving financial assistance for the care of that person. This record series may include but is not limited to determination forms, treatment plans, treatment status reports, income documentation, change of address forms, change of income forms, annual redetermination of benefits, related correspondence, and similar documents.	Three (3) calendar years from the date the file is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 433A.360, NRS Chapter 422A, NAC 239.165	None.

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Foster Care Licensing Files

LRDA Number 20071435

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document individuals / families licensed to provide foster care and provides historical documentation of the performance of licensed foster parents. This series may include but is not limited to license application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers and approvals, Child Protective Services reports, licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, code checks, health records, references, forms, correspondence and related documents.	Sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 424, NAC Chapter 424, NAC 239.165 (1)(2)	None.

Homemaker Program: Client Case Files

LRDA Number 20071642

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and care given through Homemaker Programs. The files may contain but are not limited to case narrative, homemaker service agreements, homemaker service assignment reports, service data sheets, social services notice of decision, social services application, authorizations, case reporting forms, social/health assessments, liability releases, adult protective services reports, income verifications, payment authorization requests, notes and memos, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Homemaker Program: Provider List

LRDA Number 20071643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a computer generated list of providers of homemaker services and personal care aides. It usually includes provider name, begin and close dates, address, provider type and number.	One (1) fiscal year from the date of the list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NAC 239.165 (1)(2)	None.

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Homemaker Program: Time Sheets

LRDA Number 20071644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information copies of time sheets of homemakers and personal care aids. The sheets are monitored for time and mileage.	Three (3) fiscal years from the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.4617, 2 CFR 200.333, NRS 422.290, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Hospital Bills Accepted for Payment

LRDA Number 20071178

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cost for services provided to indigent or low income individuals and may contain but is not limited to information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges and charges from other medical providers, bill payment information, related correspondence, and similar documents.	Three (3) fiscal years from the date of last service.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Incentive Payments

LRDA Number 20181969

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents incentive payments received from the State of Nevada-Division of Child and Family Services. Records may include but are not limited to application for incentive payment outlining needs; goals and objectives, notification of approval or non-approval, achievement estimates, progress reports, achievement percentage reports, award financial records, related correspondence, and similar records.	Three (3) fiscal years from the submission of the achievement percentage report to the State of Nevada-Division of Child and Family Services.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 432B.2165 to NRS 432B.218, NRS 11.190 (3)(d), NAC 239.165	None

Subsidized Transportation Program Records

LRDA Number 20071646

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transportation assistance provided to program participants and may contain but is not limited to applications, registrant information, social/health assessments, determinations, income information, coupons or tokens, redemption reports, invoices, forms, program administrative documentation, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 427A.070, NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Review for historical value.